

TOWN OF BUFFALO
BUILDING PERMIT ORDINANCE 101
July 8 - 2002

- (1) **Building Permit Required.** No building, sign or other structure or any part thereof, or ground broken for the same shall hereafter be built, enlarged, altered, or moved until a building permit has been applied for in writing and obtained from the Town Clerk by the owner or his/her authorized agent. Such permit shall be posted in a prominent place on the premises prior to and during the period of construction, alteration or moving. Forms for application for building permits shall be supplied by the Town Clerk and a record of all permits shall be maintained by the Town Clerk.
- (2) **Application.** Application for a building permit shall be made in writing upon a form furnished by the Town Clerk and shall state the name and address of the owner of the land and also the owner of the building, if different, the legal description of the land upon which the building is to be located, the name and address of the designer, the use to which said building is to be put, and such other information as the Town Clerk may require.
- (3) All applications for a building permit shall be accompanied by a location sketch drawn to scale, showing the location, actual shape and dimensions of the lot to be built upon, the exact size and location of the building on the lot, the existing or intended use of the building, the number of families to be accommodated, the distances between the nearest point on the building and the center line of the highway, and such other information with regard to the proposed building and neighboring lots or buildings as may be called for on the application or may be necessary to provide for the enforcement of this Ordinance.
- (4) The term "building" as used in this Section shall include any building, installation of a manufactured building (including mobile homes), structure and any substantial alteration in the heating plant, sanitary facilities or mechanical equipment, of any such building which would effect a change in its use. Mobile home parks are subject to this ordinance. The owner of any newly moved or improved mobile home within or into said park shall submit a 101 form to the mobile park owner accompanied with the fee

set by the Town Board. This form will be furnished by the Town Clerk to the owner of each mobile home park and can be obtained from mobile park owner.

- (5) No building permit shall be required in any of the following cases: For any maintenance repairs regardless of cost.
- (6) A building permit shall lapse and become void unless the operation described in the permit is commenced within one (1) year from the date of issuance of such permit.
- (7) **Fees.** Fees for building permits shall be established by the Town Board of Supervisors and reviewed from time to time. A fee schedule shall be on file at the Town Hall, and available from the Town Clerk. Any person failing to obtain a building permit prior to the start of construction shall be fined \$50.00 in addition to the building permit fee.

All fees shall be paid to the Town Clerk before any permit shall be issued.

The building permit is not transferrable from one person to another.

- (8) **Fire Numbers.** New homes, buildings and premises that require the establishment of a fire number shall be charged an additional fee to cover the cost of the fire sign, such fee shall be established by the Town Board and reviewed from time to time.

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| FEES: Under \$2,500.00..... | \$15.00 |
| Above \$2,501.00..... | \$30.00 |
| Fire Sign..... | \$30.00 |

Adopted this 8th day of July, 2002 by the Town Board of Supervisors of the Town of Buffalo, Marquette County, Wisconsin.

Chairman - Kelly Campion
Supervisor: Jan Bonicki
Supervisor: Calvin Willard
Clerk: Phyllis Farrell